

**Minutes of the
Oglethorpe County Library Board of Trustees
January 5, 1999
4:00 PM**

Present: Chr. Wingate Downs, Sonja Chow, Juanita Paul, Betsy Cook, Ruth Bloom, Barbara Davenport, Emmett Caldwell, ARLS Dir. Kathryn Ames, Mary Jean Hartel, Jan Burroughs.

Motion made by Ruth Bloom to approve the October, 1998 minutes as presented. Second by Juanita Paul.

Branch Managers Report: Jan Burroughs (see attachment)
Board requested that the next Branch Manager's report "breakdown" the circulation figure into Children and Adult.

Wingate Downs noted that library attendance throughout the region seemed to be down from previous years. Mrs. Ames stated that the decrease is due, in part, to a change in "type" of library patron. Patrons who came to us in the past for their informational needs are using the Internet rather than checking-out books.

Regional Board Report: Kathryn Ames
(See Attached: Green Circulation sheet and Green Financial Report.)

Legislative Day: Thursday 28, 1999. Mrs. Ames encouraged trustees to attend. This is our chance to let the representatives know how much we depend upon their financial support. This year's project is "*Raise Up Georgia*." Its purpose is to encourage regional systems to stick together and to encourage single county systems to combine efforts and to reduce the duplication of services. (See Attachment: "MEMO") The *Raise Up Georgia* proposal was passed unanimously by the subcommittee for library funding. Library Trustees are encouraged to sign a resolution in support of this proposal.

Governor Barnes wants to improve access to libraries. He is proposing a Statewide Library Card. This card will provide access to any library in the state of Georgia. This proposal is a result of the Y2K compliance issue. Between 23 and 25 systems in Georgia do not have Y2K compliant systems. The state is going to "bail-out" these systems. As a result of this "bail-out," these systems will be required to follow state set regulations concerning fines, fees, and loan period.

Mrs. Ames, Pam Blake and Mamie Fike will be attending a seminar to study the new book keeping system that the state is requiring. ARLS is the "pilot" system for this program. "Bugs" are expected but financial reports will be more exact.

Mary Jean Hartel reports that the Summer Reading Club 1999 theme is "*Chill Out with Books*." The wave of the future for young adult and children's programming appears to be *passive programming*. (i.e. a contest to guess the number of jelly beans in a jar)

Wingate presented the newest trustees, Barbara Davenport and Betsy Cook with their Trustee notebook, which contains all pertinent library information as well as the roll of Board Members and the History and Demographics of the Oglethorpe area.

Old Business:

Corrections, additions and deletions of the Long-Range Plan. Plan will be polished and presented in its completed form at the next board meeting.

The Board voted to replace the seat vacated by Nancy Clark with Roger Neesmith.

New Business:

Wingate brought up the issue of Internet censorship. Currently the Oglethorpe County Library does not censor any of its Internet computers. No motion was made to rule either for or against censorship.

Next scheduled meeting of the board will be Tuesday, April 6, 1999 at 4:00.

Board adjourned.

KAmes

**Minutes of the
Oglethorpe County Library Board of Trustees
July 6, 1999
4:30 PM**

Attending: ARLS Director, Kathryn Ames; Branch Liaison, Mary Jean Hartel; Board Chairman, Wingate Downs; Branch Manager, Janet Burroughs; Trustees: Barbara Cabaniss, Ruth Bloom, Roger Neesmith, Betsy Cook, Barbara Davenport, Emmett Caldwell.

Minutes from the April 20, 1999 meeting were read and approved.

Branch Manager's Report was presented by Janet Burroughs. (See attachment)

Budget: Chairman Downs announced that the budget had been approved by the Board of Commissioners with the assistance of Commissioner Ted Hughes. Wingate said he explained the budget and how the money was used to the commissioners at a work session and felt that this was well worth the effort.

Mrs. Ames added information about the Internet access we are providing several county offices. We are currently saving the county somewhere between \$1200 and \$1800 a year in Internet provider fees. Those county offices currently online include: Probate Court, Magistrate Court, County Commissioners, Tax Assessors, and the Oglethorpe County Forestry Unit. Mrs. Ames suggested that we use this partnership as a selling point when discussing finances with the B.O.C.

Regional Report: Presented by ARLS Dir. Kathryn Ames.

User Survey showed a favorable rating of patron satisfaction with the Oglethorpe County Library. See attachment for summary of survey and comments.

Circulation: See attachment

Budget: See attachment.

Integrated Library System: In response to Y2K compatibility surveys, we will participate in the Georgia Integrated Library System. The state will pick up the cost of maintenance and in exchange we would give up a certain amount of autonomy. We would have to adopt state guidelines regarding loan periods, fines, etc. Mrs. Ames,

Katherine Gregory and Judy Atwood serve on the State Guideline Committee that is making the decisions concerning the selection and implementation of said system.

Samson: The ARLS is participating in the pilot program for a state wide accounting system. So far, there are many "bugs" that must be worked out. Mrs. Ames reported that these problems should be worked out by January 2000.

Raise Up Georgia: State Rep. Louise McBee has pledged her support to the Raise Up Georgia program. This will provide addition funding for libraries and includes a 30-hour/week position in each county to assist with technology.

Echo Article: Mrs. Ames suggested that Catherine Frey be contacted about writing an article for the Oglethorpe Echo about the Oglethorpe County Library and all the services we provide for the county.

Teacher Survey of library use has been completed. Information will be summarized by Mary Jean Hartel and Jan Burroughs at their next meeting. Statistics will be presented at the next regularly scheduled library board meeting.

Trustee Seat Vacated by E.O. Smith, Jr.: Mr. Smith resigned from the library board after the last meeting stating that he did not feel that he had the time to dedicate to the library board. Chr. Wingate Downs nominated Catherine Drewry as his replacement. Ruth Bloom moved to accept the nomination. Second by Emmett Caldwell. Vote was unanimous to appoint her to the board.

Mrs. Ames requested that a third person be appointed to serve on the regional board. Catherine Drewry will be approached about taking this seat.

Meeting adjourned.

Respectfully submitted
Janet A. Burroughs

**Minutes of the
Oglethorpe County Library Board of Trustees
October 12, 1999
4:00 PM**

Attending: Chr. Wingate Downs, Betsy Cook, Barbara Cabaniss, Barbara Davenport, ARLS liaison Mary Jean Hartel, and Branch Manager Jan Burroughs. NO QUORUM

Wingate opened the meeting with a reminder that Catherine Drewry had been selected to replace E.O. Smith, Jr.'s seat on the board.

He also read a letter of resignation from board member Juanita Paul. The need to find a replacement for Mrs. Paul's seat was discussed and board members were asked to pick up application forms and distribute them to community members they thought would be beneficial to the library board.

Wingate discussed upcoming Oglethorpe Echo articles promoting the library. He also mentioned placing an ad in the Echo requesting interested parties to apply for the board position.

Branch Manager's Report: Presented by Janet Burroughs; see attachment. Board discussed the continuing problem of lightening strikes. Wingate will consult with John Manning, Robert Johnson and Norman McGlohan about possible solutions.

Financial Report presented by Mary Jean Hartel; see orange attachment.

Circulation Report presented by Mary Jean Hartel; see blue attachment. Mention was made of circulation being down across the region.

SoliNet presented by Mary Jean Hartel; see white attachment. According to Mary Jean, Mrs. Ames highly recommends that Oglethorpe County board members try to attend some of these workshops.

Staff Development Day report was presented by Mary Jean Hartel.

OLD BUSINESS:

Long Range Plan was discussed. *Library Board Replacements* were discussed. A called Board Meeting will be held on Tuesday, November 16 at 4:00 to vote on these two issues.

Activation of Friends of the Library was discussed.

Meeting adjourned.

Respectfully Submitted: Janet A. Burroughs

**Minutes of the
Oglethorpe County Library Board of Trustees
November 16, 1999**

Meeting was called to order by Chairman Wingate Downs. Trustees attending: Catherine Drewry, Sonja Chow, Emmett Caldwell, Roger Neesmith, Elmer Trumbull, Barbara Cabaniss, Ruth Bloom. ARLS Rep. Mary Jean Hartel, Branch Manager Janet Burroughs.

The next meeting of the board will be **January 11, 2000**.

A motion to accept the July 6 and October 12 minutes was made by Sonja Chow, 2nd by Barbara Cabaniss.

Jan Burroughs presented an addendum to the **Branch Managers Report**. She also mentioned that the public submitted one comment about the Long-Range Plan. Mr. Walt Bennett suggested that we place a pay phone in the lobby of the library. The board decided that this should be investigated but that this was more of a building maintenance issue rather long-range plan.

Mary Jean Hartel made the Regional Report. She gave a synopsis of the Teen Services Section of the Georgia Public Library Association meeting held on Jekyll Island in July.

Internet Filters were discussed. Mary Jean reported that according to recent surveys, only 80% of sex sites and 60% of hate group sites are successfully filtered from the Internet using programs such as *Cyber Patrol*. Unfortunately, these filters also block 30% of sights that are actually useful research tools. Jan reported that *Cyber Patrol* had been installed on our computers during the recent visit from the State and ARLS Computer Operations Team. The board agreed that an official decision had not been made concerning *Cyber Patrol* and that it should be disabled until the board so moves. The board discussed the library's goal of free access to information and censorship issues. Mary Jean suggested that board members investigate the Office of Intellectual Freedom's suggested sites.

Old Business: A motion to approve the **Long-Range Plan** was made by Roger Neesmith, 2nd by Sonja Chow. The LRP was approved with the understanding that it could be amended as needed.

Library Grounds were discussed.

Publicity needs were discussed. Articles in the Echo were suggested. Elmer Trumbull volunteered to write an article concerning a book he had enjoyed about calendars. It was suggested that the Library needs a Polaroid Camera to expedite visuals for the paper submission.